

Corrected + accepted
2/7/22

MEETING of the MONTEREY BOARD of LIBRARY TRUSTEES
Held at the Monterey Library and via Zoom
January 10, 2022

PRESENT: John Higgins, Mickey Jervas and Cheryl Zellman
Via Zoom: Judy Kaminstein, Nancy Kleban
Library Director: Mark Makuc
Absent: No one
Friends: No one
Historical Society: Rob Hoogs
Guests: Justin Makuc, Select Board

Meeting was called to order 7:05pm.

MINUTES: The minutes of November 8, 2021 were corrected and accepted by motion made by Judy and seconded by Nancy. A unanimous vote to accept was received.

FRIENDS REPORT: Mark reported that the annual appeal letter was mailed in late November. Although no total was available it appears to have been a successful mailing.

Carey Vella and Cynthia Makuc, president and vice-president of the Friends, jointly worked on a Tree of Gratitude which hung in the library lobby throughout the holiday period. Many notes of gratitude which were placed on the tree.

Carey has obtained a liability insurance policy to cover the Friends.

HISTORICAL SOCIETY: Rob Hoogs first presented the Monterey Historical Society's request to move back to the library at our October meeting. At our November meeting the trustees visited the secure storage area in question. Rob wanted to continue to move forward on the society's proposal to use the original library basement space for storage of their collection and for a space upstairs for a revolving display. John asked that we separate the two for discussion purposes. Each trustee was asked in turn for their opinion on the society's use of the original basement area. Without hesitation all agreed to the proposal. Mark has been working on installing shelving in the new basement and moving the library's building and other materials from the original basement to the new space. He feels this work should not take too much longer. There are historical society cabinets in the new area which will be relocated to their new space.

Discussion moved to the Historical Society's proposal to have a display upstairs. When asked Rob told us that his plan was to have one of their vitrines [glass display cabinet] located in the multi-purpose room. This cabinet would be on wheels and able to be relocated to different areas when space was needed for other uses. Displays would be changed several times a year to keep them fresh. Wall space above the vitrine could be used for hanging displays. While no one was against this part of the proposal, the trustees had a number of questions which will be answered at another meeting. Mark told us that the art show for July has been cancelled leaving that time available for a historical society show. It was suggested that this could be combined with the 175th Anniversary. Rob liked this idea and will follow up with the 175th's committee.

Discussion of display space at the foot of the ramp in the basement was put on hold for a later date.

Rob had presented a proposed formal agreement when we met in October. This needs to be modified so that it clearly meets the needs and expectations of all parties.

CHAIR: John brought up issue of our need for a new trustee. Four people, all patrons of the library, had expressed an interest to Mark, who referred them to John. They have not yet contacted John. Further discussion will be had at next month's meeting.

DIRECTOR'S REPORT: The Library Legislative Breakfast, which was held in our library in January 2020, will be held virtually again this year at 8am on January 28th. Mark will post the link for anyone who wants to attend. This is a good lobbying opportunity. In the past we have always sent a \$25 donation with the funds taken from the Memorial Fund. Judy made a motion, seconded by Cheryl, that we again send a donation of \$25. The vote was unanimous.

The public address system was put to use for the Veterans' Day celebration and again at the Monterey Lights the Holiday gathering. Both times it was a success.

We are now able to offer our meetings on Zoom, thanks to Marya Makuc who helped set it up. Nancy worked as co-host of the meeting so that entries to the meeting could be controlled. Using funds from the Friends we were able to purchase an Owl microphone speaker.

Application for a cultural council grant for an intern and for the oral history project was filed. We have not yet heard if we will receive a grant.

Mark had applied for, and the library was granted, a \$3,000 grant from the Massachusetts Board of Library Commissioners, to be used to purchase five Hot-Spots. The hot spot wi-fi units will be available to check-out from the library.

Mark interviewed 3 different cleaners to replace Beth. All carried the necessary insurance to be able to work as an independent contractor. Mark hired the cleaner who cleans the community center. She is already working in town and he knows her work. She has cleaned the library twice so far, and done so satisfactorily.

A letter was sent to the town clerk, with copy to counsel, from the Massachusetts Office of the Attorney General, informing the town that a sub-contractor who worked on the library building project violated prevailing wage laws. The contractor was ordered to pay restitution and was issued several civil penalties. This is not an uncommon occurrence. Mark followed up with P3, our project managers. No action is required on the town's part.

Mark received the CWMARS FY2021 Assessment. This shows that the usage value of materials we borrowed through CWMARS was \$290,000 and replacement value \$409,000. Our CWMARS assessment for FY2021 was \$1,487. Without the various grants CWMARS received it would have cost \$4,608.

Mark had not printed a statistics report but informed us that circulation in FY21 was down from FY20. DVDs were down the most, 40%, probably due in part to streaming content that people are accessing. Our ability to be open when many libraries were not increased our numbers in FY20. John asked Mark to compare FY21 numbers with those in FY19.

Prior to the meeting Mark had distributed a financial report and preliminary budget for fiscal year 2023. As our budget consists of 3 line items on the Town Warrant, we worked on the budget, line by line.

First line item was payroll. The town has not issued a cost of living adjustment [COLA] figure and does not plan to do so until later in the budget process. Therefore, Mark presented his budget with no increase for staff members. The trustees argued that based on the work done by the staff to open and keep open the library at every step taken by the state, they earned and were eligible for merit raises. After discussion among all trustees a raise was decided on. This will increase library wages by \$2,113.

Next came maintenance. This line items includes service contracts with various providers. It is hard for vendors to commit to a yearly contract price in December for a year that will begin the next July. After reviewing each item, a couple of small changes were made to the proposed budget.

Last were general expenses. Again, items were questioned, reviewed and adjustments made as deemed fit.

In the end we had a total budget of \$104,361 that satisfied everyone that we were presenting a budget which represented the library's needs for FY23.

Mark gave a report on status of his evaluation goals. Strategic Planning Committee is off to a slow start, but the addition of Zoom will be a big help with meetings. As for building maintenance, things keep popping up.

CHAIR'S REPORT: None

OLD BUSINESS: None

NEW BUSINESS: None

The meeting was adjourned at 8:50pm by motion made by Cheryl and seconded by Judy.

NEXT MEETING: Monday, February 7, 2022, 7pm,
in person and on Zoom, if needed

Agenda: Minutes
Recommendations for new trustee
Friends Report
Historical Society
Director's Report, including meeting with
Select board and Finance re FY23 budget
Other

Submitted by: Mickey Jervas, Secretary